

Tips for Writing a Winning Nomination

- 1. Well written nominations are appealing to the panel of reviewers.**
 - Write short sentences that are concise and give specific detail.
 - Support what you have to say with observation and fact.
 - Avoid praising adjectives. List the most important information in the first few sentences and then elaborate as necessary.
 - Proofread your work and then ask others to review it for errors.
 - Provide the reviewer with complete information about the nominee(s) or team. It is important to tell the nominee's story as you would to a stranger.
- 2. Read the criteria carefully.**
 - Make sure you are nominating your individual or team for the appropriate award.
 - Identify at least one or more of the award criteria that the nominee(s) exemplified, then explain how the achievement was outstanding.
 - Remember, Agency nominations do not compete against one another but against the criteria for that award.
 - Individual or teams should be nominated for acts that are above and beyond their duties as described in their day to day responsibilities.
 - If you are unclear about the criteria, ask for clarification.
- 3. In providing results, is the contribution an activity or project that is still being developed?**
 - If the project is still being developed or has not produced results, consider waiting to submit the nomination until after the impact can be documented and supported.
 - Be sure to include unusual challenges the nominee(s) had to overcome.
 - Describe the amount of time and resources spent on the project.
- 4. Create a unique picture of your nominee(s).**
 - Solicit information from colleagues to strengthen the nomination.
 - Describe unique characteristics that are more than just what a great person or nice person the nominee(s) is.
 - Choose one or two qualities that make this person truly outstanding and then give specific examples that are relevant to the award criteria (i.e. contribution, teambuilding, collaboration, initiative and leadership).
 - The review committee is relying on your words to give them a positive, factual picture of your nominees' accomplishments. Explaining detailed behaviors and giving specific examples will make it obvious why someone deserves to be recognized.
 - Keep it brief, too much information that is not relative to the criteria, can be harmful.
- 5. Verify all information in the nomination.**
 - Winning nominations are checked carefully to verify all information that is submitted is accurate.